



EMPLOYMENT OPPORTUNITY

FINANCIAL ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Financial Administrative Assistant** to join our Administration. The Financial Administrative Assistant reports to the Director of Finance/Administration and is responsible for managing Henvey Inlet First Nation's accounts payables and receivables, processing employee payroll accurately and on time, and completing, remitting and maintaining required financial books, reports and documentation in an organized, timely manner. This position requires excellent mathematical reasoning, a high understanding of accounting principles, attention-to-detail, and strong organization and time-management skills.

MAIN RESPONSIBILITIES

The Financial Administrative Assistant will be responsible to:

- Maintain computerized records for specified Henvey Inlet First Nation accounts in Simply Accounting software
- Update accounting General Ledger when funding amendments are received
- Input financial data into accounting system and allocate transactions to the appropriate General Ledger account
- Manage accounts receivables and accounts payables and process all incoming and outgoing cheques
- Process expense claims and vouchers for payment, enter invoices, match invoices with purchase orders, and check all claims for accuracy
- Verify account codes and signatures for proper assignment of budgetary expenditures
- Ensure timely and accurate processing of all incoming and outgoing invoices
- Act as first line contact with vendors regarding billing and payment problems
- Record deposits and payables journal entries to the General Ledger
- Prepare and process weekly employee payroll for assigned departments
- Prepare employee Records of Employment (ROEs) and submit via ROE web
- Prepare annual T4 slips for HIFN employees
- Prepare all cash and cheque deposits for bank
- Bring bank deposit to bank as required
- Prepare all direct deposit payments for payroll, incoming invoices, travel and vendor expenses via Electronic Fund Transfer (EFT)
- Prepare all financial statements and bank reconciliations for assigned departments
- Prepare and submit required financial reports for Director of Finance/Administration, other HIFN department staff, and/or the requesting government body, achieving assigned deadlines
- Prepare and remit all necessary government remittances and other payments by required due date
- Assist with opening and closing the financial books in preparation of the annual audit
- Assist auditors with annual review by preparing and providing supporting documentation as requested
- Print monthly finance reports in time for monthly finance meeting and provide to Director of Finance/Administration
- Participate in mandatory training workshops as required
- Perform clerical duties, such as maintaining orderly and chronological filing and record systems
- Communicate with various staff member both in person, via email and on the phone, addressing their questions and requests
- Other duties as assigned from time to time by Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- College Diploma in Business Administration, Finance, Accounting, or a related field
- Minimum 5 years combined previous accounting, payroll and/or finance related work experience
- Strong working knowledge of Generally Accepted Accounting Principles
- Advanced proficiency with Simply Accounting software preferred
- High level of proficiency with Microsoft Word and Excel
- Valid Ontario Class G Driver's License with access to a reliable vehicle
- Exceptional organization and time-management skills
- Excellent problem solving and critical thinking skills
- High level of attention to detail and a high degree of accuracy
- Ability to multi-task and manage competing priorities
- High level of personal integrity and a strong work ethic
- Current First Aid and CPR Level C an asset
- Previous experience working within a First Nation Organization would be an asset

HOURS OF WORK

Full-Time – 31.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

June 20, 2019

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.